



Town of Arcola

Policy Manual

Policy Description:**Policy Number:** Council-005

Term of Office

Date Approved: December 2nd, 2014**Date Revised:**

Purpose of Policy: To inform council and the public of the length of term for members and what to do if someone resigns within that term.

- 1) Pursuant to the Local Government Election Act, a general election is to be held every four years on the fourth Wednesday of October.
- 2) A member of council may resign his or her seat before the term is up, by giving written notice to the administrator.
- 3) After a written notice of resignation is delivered to the administrator, the resignation is irrevocable.

In the case that a council member resigns:

- 1) The council shall, at its next meeting, pick a Nomination and Election Day and provide for the holding of a by-election to fill the vacancy.
- 2) A member elected in a by-election to fill a vacancy holds office until the end of the term in respect of whom the vacancy rose.
- 3) Should there be no nominations by the Nomination Day, a call for further nominations will be required.
- 4) If there are still insufficient candidates for the close of further nominations, council will proceed to set another by-election to fill the vacancy at its next meeting.
- 5) If anyone were to resign after January 1st in a year in which a general election is to be held, the council can decide not to fill the vacancy until the next general election.

****See the Local Government Elections Act and the Municipalities Act for a more detailed description. ****